

Why create a Reward and Recognition Plan

A properly designed reward and recognition plan will: reinforce actions and behavior you want people to repeat; systematically celebrate successes and how they are earned; encourage information sharing and feedback; motivate staff to become more involved; improve team and individual performance; improve quality, productivity and customer satisfaction; reduce cost; motivate staff and lessen the chances for burnout.

A Rewards and Recognition Plan sets and enforces the expectations for high performance behaviors. Without a reward and recognition plan great work is likely to go unnoticed, enthusiasm gets lost and energy levels drop.

important tips for planning an effective recognition system

- Establish a criteria for identifying what behavior or contribution is reward able
- All staff must be eligible
- It should be simple and immediate and reinforce desired outcomes.
- Rwardees must know what specific actions are being rewarded and recognized.
- A level of standard for award must be set and any one performing at that level or meets the criteria should receive the award/recognition.
- Reward/recognition must occur as close to the activity as possible so as to reinforce the action/behavior.
- Selection process should be by group vote and not through a single manager or supervisor.
- Rewards should be given for results or achieved outcomes – is usually of significant monetary value.
- Recognition should be given for actions/activities leading to results. Recognitions may come in the form of certificates, pins, badges, posted photograph, verbal recognition at a meeting etc.

Reward and recognition introduces an element of fun into the work environment to motivate and build support.

Rewards and Recognition tracks, measures, and celebrates the achievements, results and improvements. This also leads to opportunities for raising the bar for higher standards.

